



## Rhode Island Office of Economic Recovery and Reinvestment

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[www.recovery.ri.gov](http://www.recovery.ri.gov)

### Memorandum

To: State Agency ARRA Liaisons and State Award Sub-recipients

From: Jamia McDonald

Date: July 30, 2009

Re: ARRA Section 1512 Reporting Dry Runs

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State Agencies that are prime recipients of American Recovery and Reinvestment Act of 2009 (ARRA) awards as well as sub-recipients receiving ARRA funding through State Agencies will participate in two "dry runs" of section 1512 reporting in conjunction with the Office of Economic Recovery and Reinvestment (OERR). The dry runs are scheduled as follows:

August 7, 2009 Any awards and sub-awards issued from the inception of ARRA through July 31, 2009 will be required to participate.

September 10, 2009 Any awards and sub-awards issued from the inception of ARRA through August 31, 2009 will be required to participate.

Accompanying this memorandum are copies of the Microsoft Excel Workbooks for the 1512 reporting dry run. These workbooks are available on our website for download.

Prime Recipient Workbook: This Workbook contains four (4) colored tabs. The **white tab** contains this memorandum. The **gray tab** contains definitions of all data elements contained in the spreadsheets. The **blue tab** contains the Prime Recipient data elements. The **green tab** contains the Prime Recipient's Vendor data elements.

Sub-recipient Workbook: This Workbook contains four (4) colored tabs. The **white tab** contains this memorandum. The **gray tab** contains definitions of all data elements contained in the spreadsheets. The **purple tab** contains the Sub-recipient data elements. The **green tab** contains the Sub-recipient's Vendor data elements.

PLEASE NOTE: These Workbooks are intended only for use in the upcoming August and September dry runs, and must not be submitted to [www.federalreporting.gov](http://www.federalreporting.gov) in October. The Office of Management and Budget will be issuing a final reporting spreadsheet prior to the October 10 reporting deadline.

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## INSTRUCTIONS ON HOW TO COMPLETE WORKBOOKS

Below are instructions for saving, naming, and submitting workbooks. In addition, we have provided clarification with regard to certain data elements.

### Creating and Saving New Workbooks from the Templates

#### Prime Recipients

1. Use the Prime Recipient Workbook template to create a new workbook for each Prime Recipient award. The Prime Recipient shall use the template to save a new document in Microsoft Excel Workbook format. On the File Menu, click "Save As" and use the naming convention format below.
2. Naming Convention for each Prime Recipient workbook created shall be: **[Prime Recipient]\_[Program Name]\_[Grant/Award Number].xls** For example, DLT reporting on its "ABC" Program which had a federal award number of "12345678" would save its reporting workbook as "DLT\_ABC\_12345678.xls."
3. Prime Recipients (i.e., State Agencies) shall submit their completed workbooks to OERR via the OERR Intranet (specific instructions as to uploading files onto the intranet are forthcoming). *Workbooks must be submitted to OERR on or before August 7, 2009 for the August dry run, and by September 10, 2009 for the September dry run.*

#### Sub-recipients

1. Use the Sub-recipient Workbook template to create a new workbook for each sub-recipient receiving funds under the award. The Sub-recipient shall use the template to save a new document in Microsoft Excel Workbook format. On the File Menu, click "Save As" and use the naming convention format below.
2. Naming Convention for each Sub-recipient workbook created shall be: **[Awarding State Agency]\_[Program Name]\_[Grant/Award Number]\_[Sub-Recipient Entity Name].xls** For example, XYZ Org., a sub-recipient, reporting on the "ABC" Program administered by DLT which had a federal award number of "12345678" would name its file DLT\_ABC\_12345678\_XYZ Org.xls.
3. Sub-recipients shall submit their completed workbooks to OERR via email to recoveryri@gov.state.ri.us. If a sub-recipient receives multiple sub-awards, each workbook should be sent in a separate email. The email subject line should be the name of the file. *Workbooks must be submitted to OERR on or before August 7, 2009 for the August dry run, and by September 10, 2009 for the September dry run.*

Clarification on certain Data Elements

Grant/Award Number is the Federal Grant/Award Number from the Federal Award Letter to the prime recipient. This element is named "AwardId" in the Data Dictionary.

Prime Recipient DUNS No. Use the DUNS number of the State Agency identified in the Federal Award Letter.

Subaward/Subcontract Number is required for 1) the Sub-Recipient (**purple tab**) and 2) Vendor (**green tab**). Use the P.O. or Batch Number assigned by the Rhode Island Division of Purchases in connection with the subaward/subcontract.

Recipient Account Number is required for Prime Recipients only (**blue tab**). Use the line item sequence provided by the budget office. Seven digit number beginning with "45" (i.e., 45#####).

Recipients and Sub-recipients are each responsible to complete a vendor spreadsheet. Recipients report on the vendors that they have contracted with and sub-recipients must report separately on any vendors that they have contracted with (**green tab**).

If you have any questions, please contact OERR at [recoveryri@gov.state.ri.us](mailto:recoveryri@gov.state.ri.us) or 401-222-8200.